COUNTY OF ORANGE

INTERNAL AUDIT DEPARTMENT

2005 Audit Plan

Approved by the Audit Oversight Committee
Date: February 23, 2005

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COUNTY OF ORANGE

Internal Audit Department

2005 Audit Plan

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EXECUTIVE SUMMARY

MISSION STATEMENT

The mission of the Internal Audit Department (IAD) is to provide highly reliable, independent, objective evaluations and business and financial advisory services to the Board of Supervisors and County management. Our role is to assist both parties with their important business and financial decisions, as well as help protect and safeguard the County's resources and assets.

We support and assist the Board of Supervisors (Board) and County management in the realization of their specific business goals and objectives. Our contribution to this effort is testing and reporting on the effectiveness of their internal control systems and processes. County management relies on these systems and processes for safeguarding the County's assets and resources; for reasonable, prudent, and effective financial stewardship; accurate recording and reporting; and for achieving the County's goals and objectives.

We are recognized for our expertise in assisting the County to enhance its business processes while strengthening the protective internal control environment the public expects, relies upon, and demands. We are committed to a process of continuous learning and improvement within our department and keep current on developing industry and financial best practices. Such constant renewal keeps the IAD and its staff professionally current, refreshed, invigorated, and responsive to the County's needs for attestation, compliance assurance, accountability testing, and business improvement by implementing best practices with regard to internal control and accounting systems and processes.

Internal Audit provides a variety of audit services to its primary client, the Board of Supervisors. They share the elected responsibility and accountability for the financial stewardship of the County. Another recipient of our audit services is County management who has the responsibility for day-to-day operation of the County departments and agencies. In addition, our published reports are used by various Federal and State regulatory agencies, the Grand Jury, the media, the investment community, and the public at large.

To meet our clients' expectations and for us to function effectively with consistent reliability and credibility, the IAD ensures reviews and assessments of County operations are independent, informative, accurate, and balanced. Therefore the IAD follows, when appropriate and necessary, the exacting ethical and professional standards promulgated by the American Institute of Certified Public Accountants (AICPA), the Institute of Internal Auditors (IIA), the Information Systems Audit and Control Association (ISACA), and the Government Accounting Office (GAO). The quality of the IAD is regularly and independently assured by rigorous peer reviews. We completed and passed three peer reviews to date; the last in 2004 being the most extensive peer review conducted outside the confines of the Government Accounting Office.

Strategic Goals:

In 2005, IAD continues to implement the two fundamental strategic goals of this audit organization begun in prior years and which incorporated the proactive visions in the formation of the department. These two goals remain at the heart of our operation. We reassess them annually and they continue to be relevant in guiding the professional direction of the department.

1. We assist the Board of Supervisors and County management in ensuring the County's assets and resources are safeguarded, the County's accounting and financial reporting is timely and accurate, and the County's management has timely information and relevant analysis for its business and financial decisions.

2. We provide professional assurance, attestation, and corrective recommendations to our clientele on the County's internal controls, accounting records, and financial and business operations through our published audit reports and reviews.

We have incorporated these Business Plan goals into our Annual Audit Plan.

Outcome Measures:

In 2004, we successfully met our two key outcome measures. Our audit efforts and the diligence of County management in managing its operations and addressing their control environments contributed to the achievement of these measures. Our two key outcome measures were successful last year because:

➢ The County had no defalcation or reported excessive cash losses.

➢ A high percentage of clients reported they received information and/or recommendations that were helpful to them in safeguarding the County's assets and making business decisions. With few exceptions, our control recommendations were addressed by management and implemented.

INFORMATION TECHNOLOGY (IT) ISSUES

We developed a long-term, two-tier IT plan to address the varied business needs of the County. The first tier addresses specific issues and areas in the County Accounting and Personnel System (CAPS), the County's financial recording and reporting backbone. The second tier addresses the distributed computing taking place in County departments and agencies. The specifics of the two tiers are as follows:

1. A major replacement of CAPS is planned. An Request For Proposal (RFP) will be issued for the replacement system. Because of the importance and impact of CAPS, we coordinate audit coverage with the Auditor-Controller to determine the best approach. Until this replacement takes place, our audit focus will be to conduct narrowly scoped IT audits into areas of CAPS. We plan to contract certain technical aspects of this effort with consultants.

2. Late in 2003, we developed and distributed an IT self-assessment questionnaire to the County departments during our risk assessment meetings with them. Our future vision is that we will promote self-assessment to the County's IT professionals and we will validate a sample of the departments' completed self-assessment questionnaires.

ANNUAL AUDIT PLAN & KEY AUDIT CATEGORIES

Our Audit Plan is submitted, discussed, and approved at the beginning of each calendar year by the Audit Oversight Committee. We are dedicated to completing our audit plan while continuing to be flexible and responsive to the Board's requests for audit services.

The audit plan has at its core the traditional audits of "hard-controls;" such as segregation of duties, limiting access to cash, and accurate originating accounting entries and transactions. Examples of these traditional audits in our audit plan include our core business functions identified as Financial Audits and Mandates (FAM), Internal Control Reviews (ICR), and Information Technology Audits (IT). Our reports contain opinions regarding the presentation of financial statements or the County's compliance with grant or other governing provisions. Our reports also include recommendations to management regarding improvements to specific accounting processes and internal controls.

Our follow-up audit process is necessary to ensure that the audit recommendations resulting from our ICRs are implemented satisfactorily. In 2003, IAD continued its "post follow-up" audit process where follow-up audits are performed within 6-12 months to ensure audit recommendations not implemented in the initial follow-up audits have been fully implemented. Effective January 2004 and currently, the IAD plans to perform only **two** follow-up audits after the original audit. If audit recommendations are still applicable and have not been fully implemented by the second follow-up, the Audit Oversight Committee (AOC) will be notified and will prepare a letter to the Department/Agency Director.

Based on our follow-up audit process, we are pleased to say that County management substantially implements our recommendations on a timely basis. We also compliment County management with partnering with us with in this effort to be responsive.

In 2005, we will continue to perform follow-ups on all audits to verify and substantiate the implementation of our prior audit recommendations. In the Audit Plan, we have identified the follow-up audits that are scheduled for 2005. Because the FAM audits recur on a regular basis, follow-up on recommendations are performed during each audit and not listed separately in the Audit Plan.

For 2005, we have added a new category of audits to the Audit Plan: Performance Measure Validation (PMV) Audits. Our audit scope is limited to reviewing the documentation that supports the departments' assertion as to the achievement of their key outcome indicators. We will issue audit reports that state the outcome indicators, the department's reported results, and whether we found adequate documentation that supports the reported results.

Also for 2005, we are redesigning the facilitated Control Self-Assessment (CSA) workshop process and reporting to be more visible to the Board of Supervisors and the County Executive Officer. In CSA workshops, the participants, staff and their management self-identify problems, issues, or concerns and ways they themselves can improve upon their own work environment. This process is an innovative and enlightened management approach to workplace problem resolution. The process recognizes that staff closest to the problem area own the problem and usually have the solution.

We combine the three core groups of "hard control" audits (FAM, ICR, and IT) with Performance Measure Validation Reviews (PMV) and facilitated Control Self-Assessment (CSA) workshops to achieve the balanced audit coverage of the County we desire.

Our Audit Plan is based on 18,500 direct audit hours to be provided by 13 audit professionals. We currently have three audit position vacancies. The Audit Plan does not include hours for these vacant positions. Because of new federal laws (Sarbanes-Oxley Act), we face a high demand for auditors and we are on the low competitive side for salaries. We may not be able to fill the vacancies at this time. We are working with Human Resources on creative recruiting efforts to counter the high demand situation. In addition, we have not included 1560 hours for the Treasury Compliance Audits and Reviews under FAM. The Treasurer-Tax Collector submitted a RFP for the Treasury Oversight Committee for a fixed price contract to perform the audit and reviews. IAD submitted a proposal and is waiting for a final decision as to which vendor will be awarded the contract. If awarded the contract, we will have to reallocate Audit Plan hours. The audit hours for the Director and Deputy Director are not included in the above total and the time for the three Audit Managers is adjusted downward to allow them time for administrative management.

These hours are allocated to the following:

Financial Audits and Mandates (FAM):	**4,350**
Information Technology (IT) Audits:	**3,350**
Internal Control Reviews (ICR):	**3,800**
Facilitated Control Self-Assessment (CSA):	**550**
Lease Revenue Reviews & Compliance Audits:	**3,980**
Performance Measure Validations (PMV):	**600**

The plan also allocates an additional **1,870** hours for audit activities such as staffing the fraud hotline, reviewing cash losses, administering data collection of external audits, conducting training classes in County departments on practical internal control concepts and application, performing the annual risk assessment, and compiling and presenting activity reports to the Board of Supervisors, Audit Oversight Committee, and Board Executive Assistant briefings.

Within the **18,500** hours, we reserved **500** hours to respond to Board requests for audit services. In addition to our 18,500 direct hours, we contract out to industry experts certain audits such as information technology audits and lease revenue reviews. We estimate that these consultants will provide **1,200** hours of work effort. Our 2005 Audit Plan is detailed on the following page.

County of Orange Internal Audit Department
Detailed 2005 Audit Plan

	Audit Name	Audit #	Budgeted Hours
	FINANCIAL AUDITS & MANDATES (FAM)		
	(Note: Follow-up of audit findings are done during the next audit.)		
1	Treasury Funds Audit - 12/31/04 (carry over)		1,200
2	Treasury Funds Audit - 3/31/05		275
3	Treasury Funds Audit - 6/30/05		275
4	Treasury Funds Audit - 9/30/05		275
5	Treasury Funds Audit - 12/31/05		100
6	Probation Audit - 2 YE 6/30/05		750
7	Tax Redemption Audit - 3 YE 6/30/05		900
8	DA Spousal Abuser Prosecution Grant - 6/30/05		160
9	DA Workers Comp/Auto Insurance Fraud Grant - 6/30/05		250
10	Annual Treasury Investment Compliance Audit - YE 12/31/04 (pending BOS selection & approval)		0
11	Quarterly Treasury Compliance Reviews (pending BOS selection & approval)		0
12	Auditing & Accounting Standards Update		115
13	Work Paper Close-Out & Final Report Issuance (audits from 2004 plan)		50
	Subtotal		**4,350**
	INFORMATION TECHNOLOGY AUDITS (IT)		
1	CAATs - Monthly Analysis of Certain Disbursement and Payroll Data		600
2	A-C - IT Component of Collections Process DCR - carryover from 2004	2464	300
3	HCA - IT Self-Assessment Validation (trial dept) - carryover from 2004	2420	125
4	CAPS - Integrated Procurement & Payables Processing Pilot (IP3) at IWMD		600
5	Assist on IT Component of 12/31/04 TFA		100
6	Review of System Implementation - one of the below:		600
	- HCA - Assist on limited aspects of the Cerner/Billing System to be determined <u>or</u>		
	- HCS - Review of new system for Housing Assistance Payments (HAPPY) <u>or</u>		
	- TBD - new system implementation		
	Follow-Ups (Initial):		
7	- CAPS Readiness Assessment		250
8	- A-C Laser Check Application Audit		200
9	- IWMD - LIST Implementation Review		200
	Follow-Ups (Secondary):		
10	- CAPS - Payroll Risk Assessment Review		100
11	Review of New System Implementation Notifications (AM No. S-1)		75
12	IT Research & Development		200
	Subtotal		**3,350**

County of Orange Internal Audit Department
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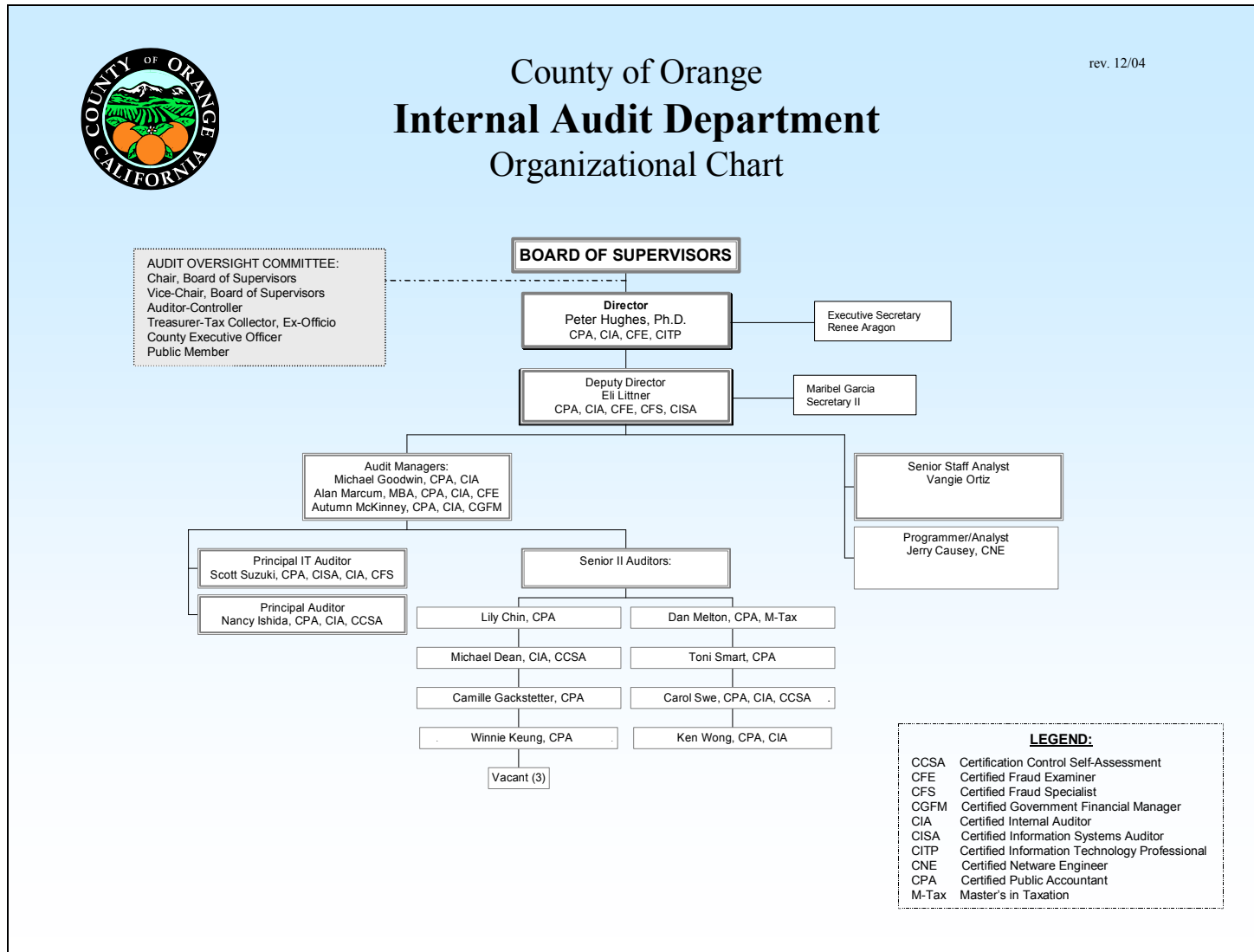| Audit Name	Audit #	Budgeted Hours
INTERNAL CONTROL REVIEWS (ICR)		
1 Auditor/Controller - Collections Process - carryover from 2004	2428	450
2 Dept/Agency Budget Process Reviews - carryover from 2004	2438	200
3 Housing/Community Services/O.C. Development Agency - carryover from 2004	2433	400
4 CEO - Accounts Receivable & Revenue Recovery		450
5 Health Care Agency - Contract Administration and Cash Disbursements		450
6 SSA - Contract Administration and Cash Disbursements		450
Follow-Up Audits (Initial):		1,100
7 - Clerk-Recorder Cash Receipts/Trust Fund Disbursements		
8 - Child Support Services Trust Funds		
9 - HCS New Programs Cash Disbursements & Revolving Fund		
10 - Auditor/Controller Tax Unit		
11 - Auditor/Controller Trust and Agency Fund Disbursements		
12 - RDMD Utility Billings		
13 - HCA Trust and Agency Fund Disbursements		
14 - RDMD Revolving Funds		
15 - HCA Cash Receipts		
Follow-Up Audits (Secondary):		200
16 - SSA Trust and Agency Fund Disbursements		
17 - HR/Employee Benefits Cash Receipts and Disbursements		
18 - Housing/Community Services Disbursements and Related IT		
19 Work Paper Close-Out & Final Report Issuance (audits from 2004 plan)		100
Subtotal		**3,800**
CONTROL SELF-ASSESSMENT (CSA)		
1 Redesign of CSA Process, Reports and Workshops (if any)		500
2 Work Paper Close-Out & Final Report Issuance (audits from 2004 plan)		50
Subtotal		**550**
LEASE REVENUE REVIEWS & COMPLIANCE REVIEWS		
Lease Revenue Reviews:		
1 - RDMD/Newport Dunes Resort - carryover from 2004	2462	200
2 - RDMD/Anaheim Arena - carryover from 2004	2450	150
3 - RDMD/Dana West Marina		250
4 - JWA/Vanguard Car Rental (includes National & Alamo)		300
5 - JWA/Enterprise Car Rental		250
6 - JWA/PCI Valet		250
7 - RDMD/tbd		200
8 - JWA/tbd		200
Supervision, W/P Review, and Report Writing for Contracted Lease Revenue Reviews:		600
9 - RDMD/Dreamcatcher Yacht Sales		
10 - RDMD/Ship to Shore Insurance		

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	Audit Name	Audit #	Budgeted Hours
11	- RDMD/Dana West Yacht Club		
12	- RDMD/Aventura Sailing		
13	- RDMD/Noel Marine Canvas		
14	- JWA/McDonalds		
	Follow-up on Review of Revenue Leases (Initial):		420
15	- RDMD/So. California Softball Association		
16	- RDMD/Dana Point Marina Inn		
17	- RDMD/Bristol Street Mini Storage		
18	- RDMD/Canyon RV Park		
19	- RDMD/Bayshore Marina		
20	- RDMD/Rancho Beach House		
21	- RDMD/Strawberry Farms Golf Club		150
	Compliance & Other Audits:		
22	- Auditor-Controller - Review of MOU Provisions (time permitting)		0
23	- Limited Review of Reserve Funds Policy (time permitting)		0
	Follow-up on Compliance & Other Audits (Initial):		
24	- RDMD - Planning Services Division (Fund 113) Audit		100
25	- CEO & A/C - Budget Process Review		200
26	- CEO - Fund 291 Review		75
27	- Human Resources - Management Reclassification Audit		100
28	- HIPAA Compliance Review		20
29	Work Paper Close-Out & Final Report Issuance (audits from 2004 plan)		15
	Reserve for Additional Audit Requests		500
	Subtotal		**3,980**
	PERFORMANCE MEASURE VALIDATION (PMV) AUDITS		
1	Design of Process and Reporting		200
2	Auditor-Controller		200
3	John Wayne Airport		200
	Subtotal		**600**
	CONTROL RELATED & OTHER ASSIGNMENTS		
1	Annual Risk Assessment - Audit Plan		500
2	Cash Losses		150
3	Fraud Hotline		120
4	External Audit Reporting		300
5	Technical Assistance to Other Dept/Agencies		200
6	HIPAA Administration		100
7	Reports for Board, AOC, EA Meetings		500
	Subtotal		**1,870**
	Grand Total		**18,500**

DEPARTMENTAL ORGANIZATION CHART

County of Orange
Internal Audit Department
Organizational Chart

rev. 12/04

AUDIT OVERSIGHT COMMITTEE:
Chair, Board of Supervisors
Vice-Chair, Board of Supervisors
Auditor-Controller
Treasurer-Tax Collector, Ex-Officio
County Executive Officer
Public Member

BOARD OF SUPERVISORS

Director
Peter Hughes, Ph.D.
CPA, CIA, CFE, CITP

Executive Secretary
Renee Aragon

Deputy Director
Eli Littner
CPA, CIA, CFE, CFS, CISA

Maribel Garcia
Secretary II

Audit Managers:
Michael Goodwin, CPA, CIA
Alan Marcum, MBA, CPA, CIA, CFE
Autumn McKinney, CPA, CIA, CGFM

Senior Staff Analyst
Vangie Ortiz

Programmer/Analyst
Jerry Causey, CNE

Principal IT Auditor
Scott Suzuki, CPA, CISA, CIA, CFS

Principal Auditor
Nancy Ishida, CPA, CIA, CCSA

Senior II Auditors:

Lily Chin, CPA

Dan Melton, CPA, M-Tax

Michael Dean, CIA, CCSA

Toni Smart, CPA

Camille Gackstetter, CPA

Carol Swe, CPA, CIA, CCSA .

. Winnie Keung, CPA .

Ken Wong, CPA, CIA

Vacant (3)

LEGEND:

CCSA	Certification Control Self-Assessment
CFE	Certified Fraud Examiner
CFS	Certified Fraud Specialist
CGFM	Certified Government Financial Manager
CIA	Certified Internal Auditor
CISA	Certified Information Systems Auditor
CITP	Certified Information Technology Professional
CNE	Certified Netware Engineer
CPA	Certified Public Accountant
M-Tax	Master's in Taxation

COUNTYWIDE RISK ASSESSMENT METHODOLOGY

Overview
The IAD performed a risk assessment for purposes of preparing the 2005 Audit Plan. We met with each member of the Board of Supervisors, the County Executive Officer, the County Financial Officer, the Auditor-Controller, and the Human Resources Director to get their input on the annual risk assessment. We reviewed each department/agency 2004 Business Plan and updated our risk assessment worksheets, which were emailed to each department head with instructions to either meet with IAD, or to review and revise the worksheets as to potential risk areas or suggested areas to audit. Our risk assessment also identified financial volume and activity for each department/agency by financial process (e.g. cash receipts, accounts receivable, revolving funds, procurement.) As seen below, financial volume and activity are significant factors in determining areas to audit. As a result of the risk assessment process and our interactions with all departments, we hope to provide additional value to management in our audit planning process by addressing areas perceived jointly as having higher risks.

Below is a discussion of our methodology for each area:

Internal Control Reviews
Internal Control Reviews (ICRs) are performed for processes involving cash receipts, revenue recovery, accounts receivable, cash disbursements, revolving funds, purchasing/contract administration, trust /special department funds, payroll, and budgeting.

To determine risk ratings for these processes, we used the following criteria and relative weight factors in our assessment:

- Department/Agency Changes (20%): Included factors such as management and/or organizational changes, significant increases/decreases in staffing and workloads, new/eliminated programs, and significant changes in laws/regulations.
- Operating Environment (20%): Included factors related to the department's operating environment such as public image, laws/regulations, safety and environmental issues, sensitivity to economic factors, pending litigation, and business continuity.
- Last Audit Performed (10%): Identified all IAD internal control reviews and mandated audits performed on the above processes since 1996.
- Financial Activity/Volume (50%): Obtained a listing of all County funds and the controlling department/agency for each fund. From CAPS, we compiled FY 03-04 financial information (dollar volume, number and nature of transactions) for each process and for each controlling department.

Using the above criteria, each department/agency process was rated on a scale of 1 to 10 (10 being highest risk and 1 lowest risk) for each of the above weight factors. An overall risk score was then calculated showing areas of High (9 - 10), Moderate (4 - 8), and Low (1 -3) risk. The overall risk scores are shown on page A-1 of the attached risk assessment schedules, and a schedule of our ICR audit coverage since 1996 is shown on page A-2 of the attachment.

Information Technology Inventory and Assessment

We prepared a key system inventory based on information we received from each department as part of our annual survey. The departments provide information only for those systems they identified as critical or key to carrying out the mission of their respective department. Examples of applications/systems not included in the inventory are: utilities (such as anti-virus, email, backup, and Microsoft operating system and office applications), terminal emulators (allows access to a mainframe computer via a personal computer), and systems of a limited/administrative nature (such as form generation, record retention, or telephone directories).

We rated each key system based upon the six relative weight factors below:

- Importance & Impact (30%): The importance and impact of the system to the County and department's mission. Systems having a countywide impact were rated high in this category.
- Complexity (20%): The complexity of the system taking into consideration the number of interfaces, the number of users and transactions, the nature of the database, and the nature of the calculations made by the system.
- Nature of Information (15%): The nature of the information controlled by the system such as financial, operational, or support. Systems controlling financial assets or data were rated high in this category.
- Sensitivity of Information (15%): The confidentiality of the information controlled by the system. Systems controlling HIPAA regulated information or personal information were rated high in this category.
- Maturity (10%): The length of time since the system was implemented or since significant upgrades occurred.
- Last Audit Performed (10%): The number of years since the last audit.

Each system was rated on a scale of 1 to 5 (5 being highest risk and 1 being lowest risk) for each of the weighted factors. Then, an overall score was calculated and the system was ranked as high (400 or above), moderate (251 – 399), or low (below 250). The overall risk scores and ratings are shown on page A-3 thru A-5 of the attached risk assessment schedules.

SEE ATTACHMENT - RISK ASSESSMENT SCHEDULES

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This Risk Assessment provides an overview of where Internal Audit has allocated its staffing resources primarily in the Department/Agency Internal Control Reviews. Because of audit coverage in other areas (e.g. Information Technology Audits, CSA, and Financial Audits & Mandates), resources are limited. **Internal Audit's focus continues to be on higher risk areas and selected moderate risk areas.**

BUSINESS PROCESSES:	Assessor	Auditor-Controller	County Executive Office	Child Support Services	Clerk of the Board of Supervisors	County Clerk-Recorder	County Counsel	District Attorney	Health Care Agency	Housing/Comm. Services	Human Resources	Integrated Waste Mgmt. Dept.	John Wayne Airport	OC Public Library	Probation	Public Defender	RDMD	Registrar of Voters	Social Services Agency	Sheriff-Coroner	Treasurer/Tax Collector
CASH RECEIPTS	3	8	7	8	3	6	3	5	6	6	5	7	7	4	6	5	7	6	5	6	8
REVENUE RECOVERY	4	8	8	6	3	5	4	5	8	6	6	6	7	4	6	5	8	6	8	8	8
ACCOUNTS RECEIVABLE	3	8	7	6	3	3	3	6	8	7	3	6	6	4	6	6	7	6	7	7	7
CASH DISBURSEMENTS (incl. Accts. Payable)	3	7	7	7	3	4	3	4	8	5	6	6	7	4	6	5	7	6	7	6	8
REVOLVING FUNDS (Annual Replenishments)	5	5	6	5	3	4	4	7	7	6	4	5	5	5	8	7	8	4	7	8	5
PROCUREMENT & CONTRACT ADMINISTRATION	3	8	8	6	3	4	3	5	9	6	6	6	6	3	7	4	8	6	9	7	6
PAYROLL	4	5	6	6	3	4	4	6	8	5	3	5	6	4	8	6	8	5	8	9	6
TRUST FUNDS & SPECIAL DEPARTMENT FUNDS	4	7	6	7	3	5	3	5	7	5	4	6	5	3	7	4	6	4	8	6	4
BUDGETING	4	4	8	5	3	4	4	5	7	6	6	6	7	4	7	4	8	5	7	7	5
AUDITS ON 2005 PLAN		A/C Collections, Performance Measure Review, Budget Process	CEO Accts. Receivable/Revenue Budget Process					(3) Grant Audits	Contract Disbursements, Budget Review	O.C Development Agency	Mgmt. Reclass. Follow-up	IP3 Pilot System Implementation	Perf. Measure Review Lease Reviews		Probation Audit	Budget Review	Planning Division Fund 113 Follow-up, Lease Reviews		Contract Disbursements, Budget Review	Budget Review	Quarterly Reviews & Annual Audit, Tax Redemption Office

Audit coverage since CY 2000. (See Schedule of Prior Audit Coverage for the Years 1996 - 2004.)

Audit Currently In Process or Scheduled for Audit in 2005.

Note: Risk ratings were based on reviews of Business Plans, department survey information, and meetings with new Departments and Agencies or new Department Heads using the following factors:

- Department/Agency Changes
- Operating Environment
- Prior Internal Audits
- Financial Volume and Activity

LEGEND (see Note):
1 - 3   Low Risk
4 - 8   Moderate Risk
9 - 10 High Risk

Internal Audit Department
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Schedule of Prior Audit Coverage
For The Years 1996 - 2004

	Assessor	Auditor-Controller	CEO	Child Support Services	Clerk of the Board	County Clerk-Recorder	County Counsel	District Attorney	Health Care Agency	Housing/Comm. Svs.	Human Resources (1)	Integrated Waste Mgt. Dept.	John Wayne Airport	OC Public Library	Probation	Public Defender	RDMD (2)	Registrar of Voters	Social Services Agency	Sheriff-Coroner	Treasurer-Tax Collector
CASH RECEIPTS		2001 (DCR Collections)	2001, 2002 (Emp. Ben.)	2003 DCR		1999, 2003	2000	1997, 1999, DCR 2002-2003	2000 (Billings & Rec.) 2001 (Env. Health) 2001 (ACS), DCR 2004	1998	1997, 2000		2001		1997, 1999, 2001, 2003 Biennial Juv Trust Fund		PFRD 1998 PDS 2001	2000		2000 (Ct. Ops) 2001, 2002 (Financial Admin)	BCR 1997, Triennial Audit of TRO - 2002, Qrtly & Annual Treasury Funds Audit 1996-2004
REVENUE RECOVERY						1999		1999, 1996-2004, Annual Grants							1998, 1997,1999, 2001, 2003 Bienniel Trust Fund**		1998				1997, Triennial Audit of TRO - 2002
ACCOUNTS RECEIVABLES		DCR A-C Collections 2001 (2004 in process)				1999		1999	2000 Billings & Rec., 2001 (Env. Health) 2001 (ACS)	1996	1997, 2000		2001		1997, 1999, 2001, 2003 Biennial Trust Fund		1998, RDMD Utilities 2004				BCR 1997, Triennial Audit of TRO - 2002
CASH DISBURSEMENTS - ACCOUNTS PAYABLE		2004 Trust & Agency Disb., 2004 Tax Roll	2002 (Emp. Ben.)			2003		1999, DCR 2003, 1996-2004 Annual Grants		1996, 2002, 2003 (OOA & Spec. Progs.), DCR HCS OCDA 2004 (in process)					1997, 1999, 2001, 2003 Biennial Trust Fund **		1998, 2002, RDMD Utilities 2004	1997 (Fin. Asst.)			BCR 1997, Qrtly TFA 1996-2004**
REVOLVING FUNDS	1996	1996	2001	2003 DCR	2000	1996	2000	1996	1996, 2002	1996, 1998, 2003 (OOA, Spec. Progs, VSO)	1996	1996, 2001			1996 (Int Control RV), 1998 (BCR)	1996	1996 (EMA & GSA), 1998 PDS 2000, RDMD RV 2004	1996	1996, 2000	1996, 2003	BCR 1997
PROCUREMENT & CONTRACT ADMINISTRATION	P-Cards 2003		P-Cards 2003			1999		1999		P-Cards 2003, HCS OCDA 2004 (in process)	P-Cards 2003	P-Cards 2003	P-Cards 2003		1998 (BCR)	P-Cards 2003	1998				BCR 1997
PAYROLL		2003				1999		1999							1998 (BCR)		1998				BCR 1997
TRUST FUNDS & SPECIAL DEPARTMENT FUNDS		2004 Trust & Agency Disb.		2003 DCR		1999, 2003		1999, DCR 2003	DCR 2004				2001		1997, 1999, 2001, 2003 Biennial Trust Fund**		PFRD 1998, PDS 2001, RDMD Trust Fds 2004	2000	2002	2001 (Ct. Ops), 2003	BCR 1997, Annual Compl. 1997-2004**, Qtrly Compl. 2003-2004**, Qtrly & Annual TFA 1996-2004**
BUDGETING		2003	2003			1999		1999	DCR 2004 (in process)						1998	DCR 2004 (in proc.)	PFRD 1998 PDS 2003	DCR 2004 (in process)		DCR 2004 (in process)	BCR 1997

Legend:
This schedule shows internal controls reviews and mandated audits performed since 1996.
  (1) Human Resources became a separate department in 2004. (Previously part of CEO)
  (2) Resources and Development Management Department (RDMD) resulted from the merger of PFRD and PDSD in 2004.

A-2

☐ = Indicates areas of audit coverage 1996 - 2004 (Including 2004 audits in process)

** Indicates Mandated Audit

KEY INFORMATION SYSTEM INVENTORY					
DEPARTMENT	**APPLICATION/SYSTEM**	**DESCRIPTION**	**RISK RATING**	**ADDED**	**LAST AUDIT**

	Internal Audit's focus continues to be on higher risk systems and selected moderate risk systems					
	HIGHER RISK SYSTEMS - ALL					
1	Assessor	ATS (Assessment Tax System)	property assessment/annual roll	High		
2	Auditor-Controller	CAPS Advantage Finance 2.2	accounts payable, disbursements	High		#2246 CAPS Upgrade Readiness (2002)
3	Auditor-Controller	ATS (Assessment Tax System)	tax calculations & allocations	High		
4	Auditor-Controller	CAPS Advantage Finance 2.2	payroll	High		#2247 Payroll Risk Assessment (2002) & #2422 Follow Up Audit (2004)
5	Auditor-Controller	CAPS Advantage Finance 2.2	general ledger, financial reporting	High		Annual CAFR - external audit (Y/E 6/30/2004)
6	Auditor-Controller	CAPS Advantage Finance 2.2	job cost, cost allocation, labor distribution	High		
7	Auditor-Controller & Other Depts	VTI (Intelitime Virtual Timecard)	time keeping for multiple departments	High		#2055 VTI System Review (2000)
8	CEO/Purchasing	CAPS Advantage Finance 2.2	purchasing	High		
9	HCA/Behavioral Health	Cerner Millennium (IRIS) 7.8	integrated e-medical record system	High		
10	HCA/Medical Billing	Public Health Billing - Practice Expert Plus	patient data & billing of all claim types for clinics	High		
11	Human Resources Department	CAPS Advantage Human Resources 2.3	personnel	High		#2246 CAPS Upgrade Readiness (2002)
12	Human Resources Department	CAPS Advantage Human Resources 2.3	position control	High		#2246 CAPS Upgrade Readiness (2002)
13	TTC/Tax Collector	ATS (Assessment Tax System)	tax bill generation and collection of taxes	High		
14	TTC/Treasurer	Quantum	treasury management system	High		#2308 12/31/2003 TFA Audit - general controls (2004)
	MODERATE RISK SYSTEMS - BY CATEGORY					
	CASE MANAGEMENT OR CASE TRACKING SYSTEMS			Moderate		
1	County Counsel	CountyLaw (CyCom)	case & document management for attorneys	Moderate		
2	District Attorney	Child Abduction	track abducted children, custody disputes	Moderate		
3	District Attorney	CMS (Case Management System)	tracks filing status of criminal cases	Moderate		
4	District Attorney	Consumer, Major Fraud, Environmental Violations	tracks cases under investigation prior to filing	Moderate		
5	District Attorney	Special Assignment Investigations	tracks special cases under investigation prior to filing	Moderate		
6	District Attorney	Felony Projects Case Tracking	tracks felony cases under investigation prior to filing	Moderate		
7	District Attorney	Welfare Fraud Case Tracking	tracks welfare cases under investigation prior to filing	Moderate		
8	District Attorney	IRIS (Incident Reporting Information System)	records complaints, tracks disposition	Moderate	X	
9	HCA/Public Health	CCS - ChildWatch	medical case mgmt & finc'l assist for disabled children	Moderate		
10	HCA/Public Health	Specimen Tracking	specimen tracking system	Moderate		
11	Probation	CMS (Case Management System)	probation case management for adults & juveniles	Moderate		
12	Public Defender	CMS (Case Management System)	manage & tracks PD cases	Moderate		
	CONSORTIA OR STATE MANAGED SYSTEMS			Moderate		
1	Child Support Services	ARS (ACES Replacement System)	child support case management (consortia system)	Moderate		#2330 DCR - Cash Receipts - limited review of user access (2003) & #2532 Follow Up Audit (in progress)
2	HCA/Maternal Child Health	CATS (Common Application Transaction System)	client registration and eligibility system (state system)	Moderate		
3	HCA/Public Health	AVSS (Automated Vital Statistics System)	birth, death, disease data collection (UCSB system)	Moderate		
4	HCA/Public Health	ISIS (Integrated State Information System)	WIC nutritional data system (state system)	Moderate		
5	HCS/Special Programs	JTA (Job Training Automation System)	track/report clients receiving job training (state system)	Moderate		
6	SSA	WCDS (Welfare Client Data System)	determine eligibility, calculate benefits (consortia sys)	Moderate		
7	SSA	CWS/CMS (Child Welfare Svcs/Case Mgmt System)	case mgmt for children in custody (County hosted)	Moderate		
	FINANCIAL & FINANCIAL RELATED SYSTEMS			Moderate		
1	Auditor-Controller	RxLaser	laser check printing	Moderate		#2326 Laser Check Review (2003)
2	Auditor-Controller	CUBS Collection System	billing and collection for various departments	Moderate		#2428 Collections & Accounts Receivable Audit (in progress)
3	Auditor-Controller	ERMI (Electronic Report Management & Imaging)	financial report archiving	Moderate		
4	Child Support Services	Dissomaster	calculate child support payments due	Moderate		
5	Child Support Services/Accounting	Open Scan Payment	payment processing and tracking	Moderate	X	
6	Clerk-Recorder	Cashiering system	cash receipting application	Moderate		#2244 Cashiering System Implementation Review (2002)
7	HCA	Posting System (Financial Counselors)	accts for payments rec'd for services rendered	Moderate		
8	HCA	Purchasing	track, report purchases, pmts, assets	Moderate		
9	IWMD	CompuWeigh/Weighstation	landfill cash receipting	Moderate		#2327 System Implementation Review (2003)
10	IWMD	Great Plains eEnterprise	accounts receivable	Moderate		#2327 System Implementation Review (2003)
11	John Wayne Airport	McGann Parking Revenue Control System	track parking revenues & ticket counts	Moderate		
12	Probation	PFS (Probation Financial System)	manages financial obligations of probationers	Moderate		#2105 Mandated Audit - limited IT coverage (2001)
13	RDMD/Geomatics & Land Info	E-Commerce System	sells downloads of maps and land information	Moderate		
14	RDMD/HB&P	Cashiering POS	cashiering for more than 20 HB&P locations	Moderate		
15	RDMD/Public Works	ProgPay (Progress Payment System)	construction bids and payment management system	Moderate		

KEY INFORMATION SYSTEM INVENTORY					
DEPARTMENT	APPLICATION/SYSTEM	DESCRIPTION	RISK RATING	ADDED	LAST AUDIT
16 TTC/Tax Collector	Netvantage Cashiering System	cash receipts application	Moderate		
17 TTC/Tax Collector	Remittance Processing System	check scanning & payment posting	Moderate		
18 TTC/Tax Collector	Public Defender System	record collection of public defender judgements	Moderate	X	
LAW ENFORCEMENT SYSTEMS			Moderate		
1 Probation	Penal Code 1210 Violations system	information sharing w/HCA & drug treatment providers	Moderate		
2 Probation	Adult Probationer - Shared Terms & Conditions	shares info on adult probationers w/law enforcement	Moderate		
3 Probation	CABS (Computerized Arrest & Booking System)	store photos of all probationers	Moderate		
4 Sheriff-Coroner	various	Because of the circumstances surrounding the S-C systems (confidentiality, compliance with DOJ rules, etc), their systems are self monitored	Moderate		
MULTI-DEPARTMENT OR MULTI-FUNCTION/ENTERPRISE SYSTEMS			Moderate		
1 Auditor-Controller	CAPS/Fixed Asset System (AC42)	fixed asset accounting	Moderate		
2 CEO/Finance	Brass (CAPS)	budgeting	Moderate		
3 Clerk of the Board	ATS (Assessment Tax System)	property tax assessment appeals tracking	Moderate		
4 HCA	AMS (Addiction Management System)	patient tx plans, inventory cntrl, billing, reporting	Moderate		
5 HCA/Animal Care	Chameleon	animal care operations (kennel, veterinary, licensing)	Moderate		
6 HCA/Environmental Health	Envision	tracks field inspections/violations & generates billings	Moderate		
7 HCS/Housing	SERA (Section Eight Rental Assistance)	applications, eligibility, benefit calculations, & pymts	Moderate		#2223 DCR - Disbursements & Related IT Processes (2002) & #2322 Follow Up Audit (2003)
8 Public Library	iBistro	library management system for patrons & materials	Moderate		
9 RDMD	APPS (Automated Permitting and Planning System)	enterprise system for permit processing & accounting	Moderate		
OTHER/OPERATIONAL SYSTEMS			Moderate		
1 Child Support Services	Chrono	document case events/history	Moderate		
2 Child Support Services	Swiftview ActiveX Control	view printed ARS forms on-line	Moderate		
3 Child Support Services/Legal	Legal Forms	court order processing and filing system	Moderate	X	
4 Clerk-Recorder	ClerkDocs	process various registrations	Moderate	X	
5 Clerk-Recorder	VitalDocs	issue certificates (birth, death, marriage)	Moderate		
6 Clerk-Recorder	CATS 2000	issue marriage licenses	Moderate		
7 Clerk-Recorder	Electronic Recording	electronic recording of real property documents	Moderate		
8 Clerk-Recorder	Grantor/Grantee	maintain public records for real property	Moderate		
9 Clerk-Recorder	FBN (Fictitious Business Name)	business name database	Moderate		
10 HCA	Contract Services - UCI	monitor services provided by UCI under contract	Moderate		
11 HCA	Contract Services - Western Medical	monitor services provided by WestMed	Moderate		
12 HCA	COR (Custodian of Records)	tracks requests for medical and mental health records	Moderate		
13 HCA/Correctional Medical	CMS (Correctional Medical Services)	medical records & tracking of pharmacy medications	Moderate		
14 HCA/Public Health	CaseWatch	management of AIDS cases & services	Moderate		
15 HCA/Public Health	Immunization and Vaccine	tracks patient immunization and vaccine usage	Moderate		
16 HCS/Office on Aging	SAMS 2000 (Senior Access Management System)	records services provided & funds used by contractors	Moderate		
17 HCS/Office on Aging	Refer (Office on Aging Information & Referral)	provides and tracks resource information for seniors	Moderate		
18 HCS/Veterans Service Office	VID (Veterans Information Database)	claims filing and statistics	Moderate		
19 Human Resources Department	1992 Defined Benefits	1992 DB plan enrollment and contributions tracking	Moderate	X	
20 John Wayne Airport	Access Control System	monitor entrance/exits of all secured access areas	Moderate		
21 Probation	JIAS (Juvenile Intake Assessment System)	juvenile intake assessment	Moderate		
22 Probation	AI (Adult Intake System)	automates the first stage of the adult intake process	Moderate		
23 Probation/Institutional Services	IMS (Institution Management System)	juvenile in-custody mgm - booking, assessing, tracking	Moderate		
24 RDMD/Agricultural Commissioner	Weights & Measures	reporting and billing for inspections	Moderate		
25 RDMD/Engineering & Permits	County Property Permits	records & tracks information on county permits	Moderate		
26 RDMD/Facilities Operations	FM1 (Facilities Management)	manage maintenance work orders & billing countywide	Moderate		
27 RDMD/Public Works	MaintStar (operations & maintenance)	track work requests from public complaint to completion	Moderate		
28 RDMD/Transportation	FleetAnywhere	manage all transportation fees, charges, billing	Moderate		
29 Registrar of Voters	Pitney Bowes Inserter/Sorter	processes absentee ballots	Moderate	X	
30 Registrar of Voters	EIMS (Election Information Management System)	voter registration info, election data, precinct info	Moderate		
31 Registrar of Voters	Maptitude	GIS for precinct and district boundaries	Moderate		
32 Registrar of Voters	Hart Personal Voting System	creates ballots and tabulation databases	Moderate		
PERSONNEL SYSTEMS			Moderate		
1 Human Resources Department	ORS (Online Recruitment System)	on-line job application management	Moderate		
2 Human Resources Department	TRAC	applicant tracking	Moderate		

	KEY INFORMATION SYSTEM INVENTORY					
	DEPARTMENT	**APPLICATION/SYSTEM**	**DESCRIPTION**	**RISK RATING**	**ADDED**	**LAST AUDIT**
	TREASURY SYSTEMS			Moderate		
1	TTC/Treasurer	Bloomberg	on-line securities trading	Moderate		
2	TTC/Treasurer	Gateway	middleware between Quantum and Bloomberg	Moderate		
3	TTC/Treasurer	GQ	reconciles Quantum to Bloomberg	Moderate		
4	TTC/Treasurer	Fund Accounting	middleware for converting A-C data	Moderate		
5	TTC/Treasurer	Deposit Order Reconciliation	D/O reconciliation	Moderate		
6	TTC/Treasurer	Back Office	cash accounting system	Moderate		
	LOWER RISK SYSTEMS - ALL					
1	CEO/Finance	CEO Budget Strategic Financial Plan Intranet	budget information pooling application	Low		
2	CEO/Finance	CEO Budget Intranet	budget information pooling application	Low		
3	CEO/IT	NSD Portal	project tracking and requests for Network Services	Low		
4	CEO/IT	GUARD (Global User Access Request Database)	administers & tracks database access	Low		
5	CEO/IT	ELVIS (Electronic Labor Verification Info System)	work request tracking system	Low		
6	Child Support Services	Union Bank Check Vision	view checks	Low		
7	Child Support Services	Clerk-Recorder Abstract Imaging	send document imaging to clerk-recorder	Low		
8	Child Support Services	Wells Fargo Check Viewing	view checks	Low		
9	Child Support Services	Meridien / MTE	phone utilization tracking system	Low		
10	Clerk of the Board	CAMS (Comprehensive Agenda Mgmt Solution)	board agenda management	Low		
11	District Attorney	Personnel Threats	tracks threats made against personnel	Low		
12	District Attorney	Juvenile Truancy Tracking	tracks juvenile school absences & creates documents	Low		
13	District Attorney	Petty Cash Check Generation	petty cash check generation and reconciliation	Low		
14	District Attorney	MCLE (Mandatory Legal Education Credit tracking)	monitors mandatory legal education classes	Low		
15	HCA/Information Technology	TouchPaper	tracks & manages IT help desk tickets	Low		
16	Human Resources Department	Online Training Registration	class enrollment management	Low		
17	Human Resources Department	Virtual Rideshare Survey	commuter survey information	Low		
18	John Wayne Airport	ABT (Airport Business Toolbox)	monitor contracts, leases, FBOs, concessions	Low		
19	John Wayne Airport	CAD (Computer Assisted Design)	maintain drawings of airport facilities	Low		
20	John Wayne Airport	TAMIS (Tracor Airport Management Info Systems)	monitor airport noise levels (PASSUR & ARIS)	Low		
21	John Wayne Airport	FMMS (Facilities Maintenance Management System)	track maintenance repair calls	Low		
22	John Wayne Airport	AVI (Automated Vehicle Identification)	monitor vehicle trips of ground transportation operators	Low		
23	John Wayne Airport	FIDS/BIDS (Flight & Baggage Information System)	arrival & departure information display for the public	Low		
24	John Wayne Airport	Automated Attendant	handles telephone call traffic	Low		
25	RDMD	Expediter	tracks requisition, service request, invoice transmittals	Low		
26	RDMD	Management Status Report	automated project and status reporting	Low		
27	RDMD/HB&P	OSO (Overage/Shortage Online Reporting System)	overage/shortage tracking for park cashiers	Low		
28	RDMD/Publishing Services	Publishing Services Automated Requisitions	on-line ordering for countywide printing requests	Low		
29	Registrar of Voters	IVR (Interactive Voice Response System)	voting information for public inquiry	Low	X	
	DISCONTINUED SYSTEMS - ALL					
1	Child Support Services	Payment ID	scan checks & input cash pymts for upload to ARS			
2	Child Support Services	File Automation System	manage CSS physical files			
3	Child Support Services	UIFSA Documaker	generates documents for out-of-state cases			
4	District Attorney	Branch Court Services	monitor justice center workload			
5	TTC/Treasurer	Check Reconciliation	demand account reconciliations			

SYSTEM COUNTS	
13	**Higher Risk Systems**
89	**Moderate Risk Systems**
28	**Lower Risk Systems**
130	**Total Systems**

130	Systems Last Year
(5)	Systems Discontinued
8	New Systems or not previously reported
133	**Total Systems**